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COPY OF ACTION MEMORANDUM NO. 173

25 January 1963

TO : Deputy Director/Support  
SUBJECT : Delinquent Fitness Reports  
REFERENCE:

This follows up the DDCI's request at the 22 January staff meeting that he be advised promptly in the future of any units that are delinquent with fitness reports, and that a reprimand be prepared for his signature to the senior officer in the unit. Now that the Senior Staff has been warned, let's give them 30 days to get on a current basis with their fitness reports and start issuing the reprimands by 22 February.

/s/  
Lyman B. Kirkpatrick  
Executive Director

ACCOMPANYING NOTE TO D/Pers from DD/S dtd 29 Jan 63:

I told Kirk I thought end of each month would be better than the 22nd. This is agreeable. I want another report as of end of Jan even though we delay admonitions 'til end of Feb.

/5/

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Discussed at D/Pers noon meeting, 30 Jan 63. C/POD will prepare required report.

Cys to: C/POD  
C/PRS  
✓ Subj file (Future reports)  
Chrono

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